

Board of Trustees Policy

Subject: Mandatory Absence Requirement			Policy No: 401
Original Issue: 01/20/2020	Last Revised: 01/20/2020	Last Reviewed: 01/20/2020	Page 1 of 1

I. OBJECTIVE

To establish a process for 4 Rivers Electric Cooperative, Inc. (Cooperative) to minimize risk, consistent with industry standards for personnel with access to cash or member accounts.

II. POLICY


- A. Employees of the Cooperative with access to cash, cash drawers, payments from members, member receivables, member payment accounts, bank accounts, or have administrative rights to the accounting and billing system as a regular part of their position shall be required to be away from their normal duties for at least five consecutive working days each calendar year.
- B. The General Manager / CEO (CEO) and all Finance and Accounting Department personnel will be subject to this requirement.
- C. This list may be amended to include or exclude employees based upon their job duties and access credentials.

III. RESPONSIBILITY

- A. The CEO shall be responsible for the administration of this policy.

01/20/2020

Date


Board of Trustees, Secretary